

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**

Name of Faculty Member: **IGDANES, GELECA C.**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
Instruction			
Head/Dean			
Total for Instruction	25%	4.67 x 25%	1.17
Research			
Client/Dir. for Research (50%)		4.0 x 50% = 2.00	
Dept. Head/Center Director (50%)		4.0 x 50% = 2.00	
Total for Research	50%	4.00	2.00
Extension			
Client/Dir. for Extension (50%)		4.00 x 50% = 2.00	
Dept Head/Center Director (50%)		4.00 x 50% = 2.00	
Total for Extension	25%	4.00	1.00
TOTAL			4.17

EQUIVALENT NUMERICAL RATING: **4.17**

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: **4.17**

ADJECTIVAL RATING: **Very Satisfactory**

Prepared by:


MARIA ELSA M. UMPAD
Administrative Officer II


Reviewed by:


ERLINDA A. VASQUEZ
Director

Recommending Approval:


JOSE L. BACUSMO
Director for Research

Approved:


OTHELLO B. CAPUNO
VP for Res, Ext & Innovation

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **GELECA C. IGDANES**, of **PhilRootcrops** commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June, **2020**.

GELECA C. IGDANES

Ratee

Approved:

ERLINDA A. VASQUEZ

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Advanced & Higher Education Services	Number of courses taught	Teach undergraduate students on courses offered by the at affiliated department (Agronomy)	2	2	5	5	4	4.67	
	Number of Instructional Materials Developed/ Revised and Utilized	Revise lab manuals, handouts and visual aids	1	1					
	Student Advising and Consultation Services: Number of hours spent on student consultation	Provide time for student consultation	< 10 hrs/wk	< 10 hrs/wk					
Research Services	Number of research studies handled	Conduct research as: - Project staff	1	2					
	Number of research proposal(s) developed and/or submitted/ reviewed	Write research proposals for internal/external funding	1	3	4	4	4	4	
	No. of trainings and seminars/webinars attended	Participate in different local and international trainings and seminars/webinars	1	6					

Extension Services	Number of beneficiaries served: Groups/ Institutions Individuals	Share expertise and technologies	2 group	1 group	4	4	4	4	
Total Over-all Rating									4.22

Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.22
ADJECTIVAL RATING		Very satisfactory

Comments & Recommendations for Development Purpose:

To attend training on proposal preparation scientific paper publication and leadership

To pursue advance studies

Evaluated & Rated by:

Erinda A. Vasquez
ERLINDA A. VASQUEZ
 Director, PhilRootcrops

Date: _____

Recommending Approval:

Jose L. Bacusmo
JOSE L. BACUSMO
 Director for Research

Date: _____

Approved by:

Othello B. Capuno
OTHELLO B. CAPUNO
 VP, Research, Extension & Innovation

Date: _____

1 – Quality 2 – Efficiency 3 – Timeliness 4 – Average

PERFORMANCE MONITORING & COACHING JOURNAL

X	1 st	Q U A R T E R
X	2 nd	
	3 rd	
	4 th	

Name of Office: PhilRootcrops

Head of Office: Dr. Erlinda A. Vasquez

Name of Personnel: GELECA C. IGDANES



Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	discussion on project / program progress/ university's concerns	Monthly PRDC meeting Jan 13, 2020 Feb 3, 2020 May 6, 2020	Issuance of internal memoranda		Attendance to PRDC monthly Meetings by the members of the Research and Development Council
Coaching	Research proposal for submission to funding agencies	one-on-one discussion on project progress Group coaching during PRDC Meetings			Proposal prepared and submitted to funding agencies New proposal for evaluation

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:



ERLINDA A. VASQUEZ

Director

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **GELECA C. IGDANES**

Performance Rating: _____

Aim: To implement on-going research projects and prepares research proposals
To perform instruction function

Proposed Interventions to Improve Performance:

Date: January 1, 2020Target Date: June 30, 2020

First Step:

Implements on-going research projects
Prepares proposals for review and funding
Attends related trainings for capability build-up (research management, proposal preparation, writing scientific publications)

Result:

- Implemented the scheduled activities of the research projects
- Prepared and submitted proposals for review
- Attended capability build-up trainings
- Served as instructor at Department of Agronomy

Date: July 1, 2020

Target Date: Dec 31, 2020

Next Step:

Continue the implementation of research projects
Follow-up the submitted proposals
Attends capability build-up trainings

Outcome: Research projects continuously implemented
Research accomplishments subjected for review and monitoring by the funding agency
Instructor to Agronomy students
Attended capability build-up trainings

Final Step/Recommendation:

To maintain performance and or exceed the current performance; to submit proposals and continue doing four-fold functions of instruction, research, extension and production.

To attend trainings on research management and implementation, writing scientific publications, etc.

Prepared by:

Erlinda A. Vasquez
ERLINDA A. VASQUEZ
Director

Conforme:

Geleca C. Igdanes

Name of Ratee / Faculty/Staff